



PUBLIC HEALTH DEPARTMENT

Community Development Division

North Andover Health Department Procedure for Opening a NEW FOOD ESTABLISHMENT

1. Obtain from the Health Department the following:
 - a) “New” Food Establishment checklist and Plan Review Packet
 - b) Application for Food Establishment
 - c) Dumpster Permit Application
 - d) Tobacco Sales Permit Application (when called for)
2. Submit scaled floor plan of establishment with particular emphasis on kitchen/food prep areas. All equipment must be identified, and equipment specification sheets provided. A plan review fee of \$40.00 shall accompany this submission.
3. After the floor plan has been reviewed and approved by the Health Department personnel, a Building Permit Application can be signed, and construction can begin.
4. The application to operate a food establishment, maintain a dumpster, and to sell tobacco may be submitted with their associated fees at any time during the process.
5. **Prior to Certificate of Occupancy** sign-off by the Building Department, the Board of Health shall inspect the facility for agreement with the proposed plan with reference to equipment and location, finishes on walls, floors and ceilings, lighting and any other particular items.
6. **After** the Certificate of Occupancy is signed, and appointment shall be made with the Health Department for a pre-opening inspection. This inspection must be made and the permit to operate a food establishment signed and presented to management prior to opening the facility. It would be appreciated if the appointment is requested at least 3 business days before the targeted opening date.
7. **Final Inspection** – The last, final inspection is when all the food has been brought in. A Health Department Food Permit will be given at this time if all requirements have been met.